

WIT e-JAS Automation Supports

DESK GUIDE

	e-JAS Screen/Change	Purpose	Policy
1.	Component Code Screen: Blocks of Time	Component reporting changes from actual hours of participation to blocks of time (0.0, .25, .50, .75, or 1.0).	Simplifies and standardizes how we quantify actual hours of participation to ensure full-time participation for as many WorkFirst participants as possible.
2.	Client Notes Screen: New Contractor Case Note Types	Participating/Not Participating and Progressing/Not Progressing case notes to collect and store participation data from contractors.	Participants who refuse to participate without good cause will face sanction.
3.	Client Main Page: College and CJ Information	Community & Technical Colleges/Community Jobs Providers have e-JAS access. The participant's CJ Individual Development Plan and Education & Training Plan can be accessed via e-JAS.	WorkFirst partners need to communicate quickly and easily to build effective IRPs for WorkFirst participants.
4.	Client Main Page and Component Code Screen: Electronic Referral Form	Requires user to complete an electronic referral form (or allows user to access from the client's main page) when referring a participant to a partner (except ESD) or contracted provider.	Swifter and surer referrals will reduce the time a client spends between WorkFirst activities.
5.	Contractor Screens: Stores participant referral and participation data	Allows contractors to accept or reject referrals, show first contact and actual start date, report unexcused absences, and make monthly participation/progress reports. Uses e-JAS messaging to notify case manager of failure to participate.	Monitoring client progress from referral to the completion of a required WorkFirst activity will reduce the time a client spends between WorkFirst activities. Failure to participate, without good cause, will result in sanction.
6.	Contractor Caseload Screen: Stores participant referral and participation data	Shows client status when receiving contracted or partner (except ESD) services. Flags action items (unexcused absences or overdue monthly reports).	Monitoring client progress from referral to the completion of a required WorkFirst activity will reduce the time a client spends between WorkFirst activities. Failure to participate, without good cause, will result in sanction.
7.	Component Code Screen: New component codes	New component codes. See attached list.	Fewer and more targeted component codes will better describe WorkFirst client participation.
8.	Component Code Screen: Participation Verification Form	Provides a participation verification form in e-JAS that can be used to monitor participation for non-partner/non-contracted services.	Monitoring client progress from referral to the completion of a required WorkFirst activity will reduce the time a client spends between WorkFirst activities. Failure to participate, without good cause, will result in sanction.
9.	Component/IRP Screen: IRP templates	Drops standardized text into a client's IRP when they are referred to partner or contracted services, listing items such as requirements and call-in numbers to report absences.	A strong Individual Responsibility Plan will clearly state client requirements so the department can hold clients responsible for failure to participate without good cause.

JAS and e-JAS will not be available for use after 5:00 P.M., Friday, August 16, 2002.
The system will be back on-line Sunday, August 18, 2002.

E-JAS Component Codes

WORKING

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
CJ	Paid Community Job	Subsidized job through OTED. The 9 month time frame begins when the client becomes officially enrolled (on payroll & at a work-site).	9 months
FT	Working Full-Time	A subsidized or unsubsidized job 32 or more hours a week	None
PT	Working Part-Time	A subsidized or unsubsidized job less than 32 hours a week	None

Post-Employment

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
RS	Employment Retention/Wage Progression	Services to help the participants keep their job	2 Years
PS	Post Employment Services	WPLEX has engaged a working client in post employment services	2 Years

LOOKING FOR WORK

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
JS	Job search	Job Search activities	12 weeks
PE	Customized Job Skills Training	Skills training course for an identified job, with an employer/industry commitment to hire (or give hiring preference) to graduates	22 weeks

PREPARING FOR WORK

Education or Training

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
BE	Basic Education	For participants over 19 with no high school diploma or GED	12 months
ES	English as a Second Language	LEP pathway - Combined with another component	12 months
GE	General Education Diploma	Attending a GED program full-time per the school and making satisfactory progress	12 months
HS	High School	Attending high school full-time per the school and making satisfactory progress – over 19 year old needs another component	12 months
HW	High wage or High Demand	Used when client is enrolled in HW Program	12 months
JT	Job Skills Training	Training in specific skills directly related to employment but not a specific occupation – must be combined with work activities or Job Search	Up to 12 weeks
OT	On the Job Training	Subsidized employment in which the employer provides training to the client that leads to full-time employment	6 months
VE	Vocational Education	Short term (less than 12 months) training for a specific occupation such CNA (Certified Nurses Assistant) – combined with 20 hrs/week or 16-19 hours of work study	12 months
VU	Vocational Education – Unapproved	Used to track clients who are in an unapproved vocational educational component; we do not support with child care or support services	None
WE	Work Experience	Placement into a non-paying position to obtain work skills in a workplace setting	6 months
WF	Food Stamps Workfare	ABAWDS who must meet Food Stamp work requirements are placed into the WorkFare Program	None
XS	Structured Community Service	Approved volunteer work within a community agency to encourage the participant to learn new skills or get experience in a work setting and includes Traditional Tribal activities	3 months

RESOLVING ISSUES
Deferral from Job Search

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
CC	Caring for a child of a WF participant	Used when a WF participant is caring the child of another WF participant	None
RI	Job Search Preparation	Used while a client is resolving issues prior to Job Search Entered - by DSHS worker	7 days
TP	Teen Parent Barrier Removal	Used to authorize support services when an ineligible teen parent is working with a social worker to secure appropriate teen living arrangement or enroll in high school or GED program	None
WH	Whole Family Services	Used when a family is receiving Whole Family Services	12 months
XB	Pursuing SSI/L&I/VA or other benefits	Meeting requirements, as agreed upon with case manager, for pursuing other benefits	6 months
XC	No child care available No available care for an incapacitated adult	Unable to locate necessary child care or care for an incapacitated person, as determined by the case manager	3 months
XD	In a DVR plan	Activities required by the participant's current DVR case plan	6 months
XE	Alcohol/Substance Abuse Treatment	Used when client enters Alcohol/Substance Abuse Treatment	3 months
XF	Family violence intervention	FV counseling or other intervention for recent or current victim of family violence (when FV hampers their ability to work/look for work)	3 months
XG	Mental Health Services	Used when client is participating in Mental Health Services	3 months
XH	Resolution of Homelessness	Work to find shelter for homeless participant or participant in a temporary living arrangement (when housing hampers their ability to work/look for work)	2 months
XJ	Learning Disability Services	Used when client is receiving learning disabilities services	3 months
XM	Temporary physical incapacity, medical treatment	Participant is temporarily incapacitated or in medical assessment/treatment which impedes their ability to work/look for work	3 months
XN	Caring for a child with special needs	Caring for a child with special needs, when no child care is available (as determined by the CM/SW) Requires medical, educational or mental health professional's documentation	6 months
XP	Parenting skills, nutrition classes, and Family Planning for pregnant clients	For participants of WorkFirst who are pregnant	3 months

EXEMPT

From participation and time limits

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
ZA	55 & older caretaker relative	Needy relative (on TANF grant with relative child) age 55 or older who cares for the child full-time	3-12 months
ZB	Caring for an adult with disabilities	Used when caring for an adult with chronic and severe disabilities when no other care is available	3-12 months
ZC	Caring for a Child with Special Needs	Used when the child has severe and chronic disabilities or medical issues that are not expected to significantly improve within the next 12 months	3-12 months
ZD	<ul style="list-style-type: none"> ▪ Adult with severe and chronic disabilities; or ▪ Facilitated SSI Applicant who is likely to be eligible 	<ul style="list-style-type: none"> ▪ Used when adult has a severe and chronic disability, or a mental, physical, emotional or cognitive impairment that is expected to last at least 12 months; or ▪ When a participant is determined by the SSI Facilitator to likely be eligible for SSI and is receiving facilitation services 	3-12 months

REFERRALS

Refer To

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
LP	Limited English Pathway	Limited-English proficient participant referred to LEP Pathway provider for language assessment/testing	None
RA	Community/Technical college	Referral made to the college for services such as LD, vocational counseling, basic education, and other training opportunities, etc	7 days
RF	Food Stamp Referral to ESD	Referral to ESD for Food Stamp E&T	14 days
RJ	Community Jobs	Referred to Community Jobs provider	14 days
RO	Other	Referred to other professional staff for assessment/testing or services	7 days
RT	Tribal Services	Client referred to the Tribe for services	7 days
RX	<ul style="list-style-type: none"> ▪ WPLEX Referral ▪ Client obtained Job/New IRP needed (Post Employment Services) 	<ul style="list-style-type: none"> ▪ Referral from WPLEX to the case manager for any reason. ▪ Referral by the job search worker to the case manager, when they find out a customer got a job. ▪ The RX referral code is opened to let the case manager know the IRP needs to be updated. 	7 days
RZ	<ul style="list-style-type: none"> ▪ Customized Job Skills Training (CJST) ▪ High Wage or High Demand (HWHD) 	Used by ESD to refer client to Community College for CJST or HWHD.	7 days
SR	Drug/alcohol assessment	Referred to DASA for assessment	7 days
WR	Whole Family Services	Referred to contractor for Whole Family Services assessment	7 days

Refer Back

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
PR	Processing Referral Back	Case manager is currently processing the return referral (RB, RC, RE, RL, and RN)	14 days
RB	Referred back early	Client referred back before end of Job Search	7 days

SANCTIONS/PROTECTIVE PAYEES

CODE	COMPONENT TITLE	DEFINITION	TIME FRAMES
DQ	Food Stamp	Disqualified for Food Stamps due to non-cooperation	None
PP	Protective Payee	Used whenever a client has been assigned a protective payee; A contractor code must be entered when the PP code is entered	None
SA	Sanction	Client refused but was able to participate in WorkFirst activity resulting in a grant reduction	None
SN	Child SafetyNet Payments	Family has reached 60 months on TANF and is in sanction status - Child SafetyNet Payment (TANF extension category #3)	None